

**Position Use Matrix  
Management and Admin**

Position	Small (1-75)	Medium (76 – 199)	Large (200-399)	Ex Large (400 - 799)	Super Large (799+)	Remarks
Hotel General Manager/ Hotel Manager	X	X	X	X	X	
Assistant Hotel Manager		*X	X	X	X	* Position authorized as an option at Medium size operations with 100+ rooms. Operations have the option of selecting a Executive Housekeeper in lieu of an Assistant Manager
Hotel Comptroller				X	X	
Administrative Assistant				*X	X	Position authorized at properties in excess of 600 rooms
Clerk	*X	**X	**X	X	X	* Performs Accounting Technician and Maintenance Clerk duties at small operations. Requirements for establishing position based on local management justification of workload. ** Requirements for establishing position based on local management justification of workload.
Hotel Accounting Technician		*X	*X	X	X	* In Medium and Large operations performs the night audit function. May be scheduled for Manager on Duty shifts in conjunction with night audit and front desk agent duties.
Hotel Customer Service Agent				X	X	
Training Specialist			*X	X	X	* Regular part time/flex position or combined with other duties to create full time.
Information Technology Specialist (Customer Support)			*X	X	X	* Collateral duty with Front Office Manager or other management staff
Hotel Lead Security Guard		*X	*X	*X	*X	* Position authorized only if a minimum of three (3) Security Guards assigned and based on local justification and level of MP support.
Hotel Security Guard	*X	*X	*X	*X	*X	* Requirement for position based on local justification and level of MP support.